

ATTACHMENT A TO
IFB #09-11-03
CITY OF ROANOKE
LOGO PROMOTIONAL MERCHANDISE

(REVISED) BID FORM

DESCRIPTION	ESTIMATED QUANTITY*****	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
APPAREL WITH CITY BRAND				
POLO SHIRT (MEN'S AND LADIES)	200			
Polo Shirt* 3" Logo (Size Small)				
Polo Shirt* 3" Logo (Size Medium)				
Polo Shirt* 3" Logo (Size Large)				
Polo Shirt* 3" Logo (Size X-Large)				
Polo Shirt* 3" Logo (Size 2X-Large)				
Polo Shirt* 3" Logo (Size 3X-Large)				
T-SHIRT WHITE	50			
Tee Shirt** 3" Logo (Size Small)				
Tee Shirt** 3" Logo (Size Medium)				
Tee Shirt** 3" Logo (Size Large)				
Tee Shirt** 3" Logo (Size X-Large)				
Tee Shirt** 3" Logo (Size 2X-Large)				
Tee Shirt** 3" Logo (Size 3X-Large)				
T-SHIRT GREY	150			
Tee Shirt** 3" Logo (Size Small)				
Tee Shirt** 3" Logo (Size Medium)				
Tee Shirt** 3" Logo (Size Large)				
Tee Shirt** 3" Logo (Size X-Large)				
Tee Shirt** 3" Logo (Size 2X-Large)				
Tee Shirt** 3" Logo (Size 3X-Large)				
T-SHIRT COLOR	800			
Tee Shirt*** 3" Logo (Size Small)				
Tee Shirt*** 3" Logo (Size Medium)				
Tee Shirt*** 3" Logo (Size Large)				
Tee Shirt*** 3" Logo (Size X-Large)				

Tee Shirt** 3" Logo (Size 2X-Large)				
Tee Shirt*** 3" Logo (Size 3X-Large)				
T-SHIRT SAFETY GREEN	400			
Tee Shirt** 3" Logo (Size Small)				
Tee Shirt** 3" Logo (Size Medium)				
Tee Shirt** 3" Logo (Size Large)				
Tee Shirt** 3" Logo (Size X-Large)				
Tee Shirt** 3" Logo (Size 2X-Large)				
Tee Shirt** 3" Logo (Size 3X-Large)				
Shirt**** 3" logo short sleeve (Size Small)				
Shirt**** 3" logo short sleeve (Size Medium)				
Shirt**** 3" logo short sleeve (Size Large)				
Shirt**** 3" logo short sleeve (Size X-Large)				
Shirt**** 3" logo short sleeve (Size 2X-Large)				
Shirt**** 3" logo short sleeve (Size 3X-Large)				
Shirt**** 3" logo long sleeve (Size Small)				
Shirt**** 3" logo long sleeve (Size Medium)				
Shirt**** 3" logo long sleeve (Size Large)				
Shirt**** 3" logo long sleeve (Size X-Large)				
Shirt**** 3" logo long sleeve (Size 2X-Large)				
Shirt**** 3" logo long sleeve (Size 3X Large)				
Baseball caps- low profile cotton twill, logo embroidered on front, self-fabric adjustable closure with brass buckle.	200			
Windbreakers- 100% nylon shell, polyester lining, logo embroidered in 4 colors on front left chest.	24			
Size Small				
Size Medium				
Size Large				
Size X-Large				
Size 2X-Large				
Size 3X-Large				
Jackets- Carhartt, 100% cotton				

shell, polyester lining, waistband, logo embroidered in 4 colors on front left chest				
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***Polo shirts shall be pique knit, short sleeves, logo embroidered on front left chest.**

****T-shirts shall be 100% cotton, pre-shrunk, with logo printed in 4 colors on front left chest for white T-shirts, or contrasting color for pigmented t-shirts.**

*****T-shirts shall be 100% cotton, 1 color screen print 1 side and/or 2 sides**

******Shirts (long and short sleeve) shall be wrinkle-resistant, 55/45 cotton/poly, button-down collar, logo embroidered on front left chest.**

DESCRIPTION	ESTIMATED QUANTITY*	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
EMBROIDERY LOGO				
3" Logo Patch	100			
Men's/Ladies Denim Shirt	25			
Men's/Ladies Denim Shirt (size small)				
Men's/Ladies Denim Shirt (size medium)				
Men's/Ladies Denim Shirt (size large)				
Men's/Ladies Denim Shirt (size X-large)				
Men's/Ladies Denim Shirt (size 2X-large)				
Men's/Ladies Denim Shirt (size 3X large)				
Men's/Ladies Port Authority "Easy Care" Twill	50			
Men's/Ladies Port Authority "Easy Care" Twill (small)				
Men's/Ladies Port Authority "Easy Care" Twill (medium)				
Men's/Ladies Port Authority "Easy Care" Twill (large)				
Men's/Ladies Port Authority "Easy Care" Twill (X-large)				
Men's/Ladies Port Authority "Easy Care" Twill (2X-large)				
Men's/Ladies Port Authority "Easy Care" Twill (3X-large)				
Men's/Ladies Port Authority Polo	25			
Men's/Ladies Port Authority Polo (small)				
Men's/Ladies Port Authority Polo (medium)				
Men's/Ladies Port Authority Polo (large)				
Men's/Ladies Port Authority Polo (X-				

large)				
Men's/Ladies Port Authority Polo (2X-large)				
Men's/Ladies Port Authority Polo (3X-large)				
Men's/Ladies Port Authority 100% Cotton Pique Knit Polo	90			
Men's/Ladies Port Authority 100% Cotton Pique Knit Polo (small)				
Men's/Ladies Port Authority 100% Cotton Pique Knit Polo (medium)				
Men's/Ladies Port Authority 100% Cotton Pique Knit Polo (large)				
Men's/Ladies Port Authority 100% Cotton Pique Knit Polo (X-Large)				
Men's/Ladies Port Authority 100% Cotton Pique Knit Polo (2X-Large)				
Men's/Ladies Port Authority 100% Cotton Pique Knit Polo (3X Large)				
Men's/Ladies Nylon Shell/Fleece Lined 3 Season Jacket	10			
Men's/Ladies Nylon Shell/Fleece Lined 3 Season Jacket (small)				
Men's/Ladies Nylon Shell/Fleece Lined 3 Season Jacket (medium)				
Men's/Ladies Nylon Shell/Fleece Lined 3 Season Jacket (large)				
Men's/Ladies Nylon Shell/Fleece Lined 3 Season Jacket (X-large)				
Men's/Ladies Nylon Shell/Fleece Lined 3 Season Jacket (2X-large)				
Men's/Ladies Nylon Shell/Fleece Lined 3 Season Jacket (3X-Large)				
90/10 (or 80/20) Crewneck Sweatshirt	10			
90/10 (or 80/20) Crewneck Sweatshirt (small)				
90/10 (or 80/20) Crewneck Sweatshirt (medium)				
90/10 (or 80/20) Crewneck Sweatshirt (large)				
90/10 (or 80/20) Crewneck Sweatshirt (X-Large)				
90/10 (or 80/20) Crewneck Sweatshirt (2X-Large)				
90/10 (or 80/20) Crewneck Sweatshirt (3X-Large)				

DESCRIPTION	ESTIMATED QUANTITY*	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
ADDITIONAL LOGO ITEMS				
3"X5" window statics/4 spot color	200			
3"X5" Vinyl Decal/4 spot color	10			

11 oz Executive Glasses/Deep etched 1 side	20			
Bic Clic Stic Pen, 1 color imprint	1000			
Pencils (various styles/1color)	1500			
STYLE 1				
STYLE 2				
STYLE 3				
STYLE 4				
15 oz Coffee Mugs- white ceramic, full color logo	200			
22 Oz Stadium Cup, 1 color 2 side imprint	900			
Lapel Pins- ¾ inch, die struck, color filled	700			
Lapel Pens ¾ inch, die struck gold tone	150			
Tote Bags- various sizes and styles				
STYLE 1				
STYLE 2				
STYLE 3				
STYLE 4				
Cup Holders				
Post It Notes				
Name Tag – 2" tall, 3" wide, white with full color imprint, black personalization, rounded corners, magnetic attachment	20			
Banners (various sizes)	10			
SIZE 1				
SIZE 2				

SIZE 3				
SIZE 4				
Flags-				
5x8 Custom printed nylon flag, 4 color logo/2 sides	15			
3x5 Custom printed nylon flag, 4 color logo/2 sides	20			
Mood Pencils- assorted colors with black logo imprint				
Ball Point Pen				
Stress ball in shape of a star – 3" span, logo imprinted in one color (black)	150			
Note pads – 5 ½ x 8 ½, 50 sheets per pad, logo printed in 4 spot colors on white paper	400			
Umbrellas – golf size, 100% nylon, at least 64" arc, logo imprinted in one color (dark blue); preferred colors navy/tan, Navy/white. Shall include tote.	20			
Soft Vinyl Key Tags, 1 color	900			
Glass Coaster/Dee[etched	10			
Star Paperweights/Laser engraved	20			

DELIVERY TURN-AROUND TIME		WORKING DAYS (MONDAY-FRIDAY)
Guaranteed turn-around time (including delivery to the City)		
	Routine print requests	
	Request for Proof	
	Proof requested print requests (after approval of proof)	
	Banners	
	Apparel	
	Patches	
	Additional logo items	

Services

1. Is there an additional charge for set-up? Yes _____ No _____

If yes, provide additional cost per set up _____

2. Is there an additional charge for ink change over? Yes _____ No _____

If yes, provide additional cost per change over _____

3. Describe your firms technical service capabilities:

4. Describe delivery service capability:

*******Please note that the estimated quantity for supplies in this IFB is an estimate only and is given for the information of Bidders and for the purpose of bid evaluation. This estimated quantity does not indicate the actual number of supplies that may be requested during the resultant contract period. There is no guarantee of any minimum number of supplies that may be requested.**

Contractor acknowledges and agrees that there is no guarantee of any minimum amount of items that may be ordered by the City and that no items may be ordered

Bids containing any conditions, omissions, unexplained erasures, alterations or items not called for in the bid, or irregularities of any kind, may be rejected by the City as being nonresponsive. No changes are to be made to the Bid Form. Any changes to a Bid Amount must be initialed by the person signing the Bid Form.

The attention of each Bidder is directed to VA Code sections 54.1-1100, et seq. which requires certain licenses for contractors, tradesmen, and others. Each Bidder is required to determine which license, if any, it is required to have under such sections. Complete the following:

**Bidder ____ does have ____ does not have a Virginia Contractor's License.
(Check appropriate block)**

If Bidder has a Virginia Contractor's License, circle the class Bidder has and list the number.

Licensed “Class A”, “Class B”, or “Class C” Virginia Contractor Number

If Bidder has another type of Virginia License, please list the type and number:

Type of license _____ and number: _____.

Bidder is a __ resident or __ nonresident of Virginia. (Check appropriate blank. See VA Code Sections 54.1-1100, et seq.

The undersigned hereby agrees, if this Bid is accepted by the City, to provide the services and/or items in accordance with this Invitation for Bid and to execute a contract for such services and/or items.

Legal Name of Bidder

Date

Authorized Signature

Print or Type Name and Title

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